



Erasmus+ Programme

Key Action 103 – Mobility for Learners and Staff – Higher Education Student and Staff Mobility

Inter-institutional Agreement 2018/19-2020/21 between Programme Countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ Programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organization and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code + EUC	Contact details (email, phone)	Website (e. g. of the course catalogue)
Georg-August-Universität Göttingen International Office Faculty of Social Sciences	D GOTTING01 EUC: 29749	Director International Office, Erasmus+ Institutional Coordinator Dr. Uwe Muuss Erasmus+ Key Action 103 Coordinator (Europe) Karen Denecke Von-Siebold-Str. 2, D- 37075 Göttingen, karen.denecke@zvw.uni-goettingen.de Departmental Coordinator Philipp Kleinert Platz der Göttinger Sieben 3, D- 37073 Göttingen philipp.kleinert@sowi.uni-goettingen.de	www.uni-goettingen.de http://univz.uni-goettingen.de/gisserver/rds?state=user&type=0&topitem=&breadCrumbsSource=&topitem=function
Uniwersytet Mikołaja	PL TORUN01	Head of International Programme Office	www.umk.pl



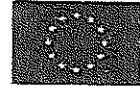
Kopernika w Toruniu		Ewa Derkowska-Rybicka ewader@uni.torun.pl Departmental Coordinator Prof. Zbigniew Nerczuk Fosa Staromiejska 1a 87 – 100 Torun, Poland Tel.: +48 566113632	https://www.umk.pl/en/erasmus/courses/
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B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Total number of students	Total number of months
D GOTTING01	PL TORUN01	0314	Social Sciences	1 st , 2 nd , 3 rd	3x9	27 (total months)
PL TORUN01	D GOTTING01	0314	Social Sciences	1 st , 2 nd , 3 rd	3x9	27 (total months)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
D GOTTING01	PL TORUN01	0314	Social Sciences	1 x 5 days, 8 hours	n/a
PL TORUN01	D GOTTING01	0314	Social Sciences	1 x 5 days, 8 hours	n/a



C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
PL TORUN01	Polish	English	B1	C1
D GOTTING01 Subject area 0314	German		B1	C1 (German or English)

D. Additional requirements

D GOTTING01

Nomination and Online application procedure

- The sending institution has to inform the departmental coordinator at the receiving institution about nominated incoming students, which testify that the students have been selected for the Erasmus+ Programme.
- Incomings students will then be informed by the International Office of the receiving institution about the online application procedure.

Courses and Learning Agreement

- It is recommended that the Erasmus Exchange Student takes the majority (at least 50 %) of courses at the Faculty of Social Sciences. Subjects taught at the Faculty are: Political Science, Sociology, Social Anthropology, Educational Science and Sports Sciences. Furthermore, it is possible for Erasmus Exchange Students to take courses outside the Faculty but we cannot guarantee class participation.
- Within the first three weeks after the arrival the Erasmus Exchange Student is required to meet with the Erasmus Coordinator Philipp Kleinert www.sowi.uni-goettingen.de/incoming
- The Erasmus Exchange Student should keep in mind that the majority of courses are held in German. Courses held in English will be published on the following website www.sowi.uni-goettingen.de/incoming and www.univz.uni-goettingen.de

Arrival

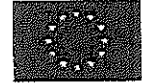
- Incoming students should participate in the introduction days of the International Office: <http://www.uni-goettingen.de/en/55917.html>

Staff

- Incoming teaching staff must be individually accepted by the Department that coordinates the bilateral agreement.

The mobility should be announced at least 4 months before the planned mobility period. The candidate should provide the following information to the host institution:

- CV
- Teaching experiences
- Teaching agreement (content of lecture etc.)



The acceptance will be based on the candidate's documents and its adequacy to the teaching programme of the department. <https://www.uni-goettingen.de/en/erasmus-incomings/480924.html>

- Incoming non-teaching staff must be individually accepted by the International Office based on the proposed working plan. The International Office will check the availability of the concerned department, service or unit. <https://www.uni-goettingen.de/en/erasmus-incomings/480927.html>

Agreements

- For modification or renewals of inter-institutional agreements, please contact the International Office of the University of Göttingen (karen.denecke@zvw.uni-goettingen.de).

Please note that: the number of students each institution will send may by no means exceed the number of students mentioned in this agreement. More specifically shorter periods of stay do not allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, a partner cannot send 2 students for 5 months, not even if their stay covers different semesters.

The numbers of months per student the partners have agreed on are fixed. An extension of stay is only possible, when e. g. a student is nominated for 5 months, but the partners have agreed on an exchange of 1 student for 10 months. Students should apply early in advance for an extension of stay, at least one month before the regular stay ends. A written acceptance of both partners (incl. International Office) is mandatory and should not exceed the number of months agreed per students. Each party will take this into consideration when organizing student selection.

PL TORUN01

The list of Erasmus coordinators at NCU is available at

<http://www.umk.pl/en/cooperation/erasmus/coordinators/>. Erasmus students who wish to follow courses at more than one faculty at NCU need to obtain the approval of a coordinator/ dean of a respective/ particular faculty.

- Erasmus students interested in writing a final BA-/MA-/PhD-thesis at NCU should ask a respective coordinator to get an approval to do so. Final theses need to be graded by the home institution/ not by NCU.
- NCU attempts at facilitating the Erasmus exchange students with disabilities or permanent illnesses. Our international Programmes Office, in cooperation with the Section for Students with Disabilities, tries to meet your special needs. <http://www.umk.pl/en/cooperation/erasmus/students/disabled/>

Contact:

International Programmes Office in Torun +48 566114928

incoming@erasmus.umk.pl

International Programmes Department in Bydgoszcz +48 525853691

erasmus@cm.umk.pl

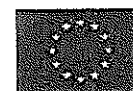
Additional information on medical care at NCU in Torun is available at

<http://www.umk.pl/en/cooperation/quide/issues/#A2/>

Health and safety issues are a very important matter at our university, therefore, during the Orientation Weeks we offer Erasmus students a special pack concerning Emergency Issues. We also provide students with a psychological help during their Erasmus stay in Torun.

Contact:

An English speaking psychologist counselling@erasmus.umk.pl



- For the implementation of **STA/STT** mobilities, - incoming staff is required to get confirmation of invitation by an NCU contact person from the respective faculty in reasonable advance in order to prepare a satisfactory programme of teaching/training.

E. Calendar

1.1 Student application deadlines:

Receiving institution	Autumn/Winter term ¹ [month]	Spring/Summer term ² [month]
PL TORUN01	June 1 st	November 1 st
D GÖTTING01	June 1 st Winter term: October – March Lectures: Mid October – February	December 1 st Summer term: April – September Lectures: Mid April – Mid July

- 1.2 The receiving institutions will send their decisions within 4 - 6 weeks after deadline.
- 1.3 A Transcript of Records will be issued by the receiving institution no later than 5 - 8 weeks after the assessment period has finished at the receiving HEI.
- 1.4 Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before September 1st the year before the changes takes place. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

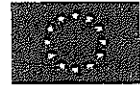
F. Information

	PL TORUN01	D GÖTTING01
WWW for Incoming Students	http://www.umk.pl/en/erasmus/students	http://www.uni-goettingen.de/en/480920.html
WWW Course Catalogue	http://www.umk.pl/en/erasmus/courses/	http://univz.uni-goettingen.de/gisserver/rds?state=user&type=0&topitem=&breadCrumbSource=&topitem=functions
Housing³	http://www.um.pl/en/erasmus/life/guide/accommodation/	http://www.uni-goettingen.de/en/21435.html
Contact details	incoming@erasmus.umk.pl	accommodation@uni-goettingen.de

¹To be adapted in case of a trimester system.

²To be adapted in case of a trimester system.

³ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.



WWW Visa Information⁴	http://www.umk.pl/en/erasmus/	http://www.uni-goettingen.de/en/24845.html
Contact details	incoming@erasmus.umk.pl	erasmus@uni-goettingen.de
WWW Insurance Information⁵	http://www.um.pl/en/erasmus/like/guide/issues/	http://www.uni-goettingen.de/en/543481.html
Contact details	incoming@erasmus.umk.pl	erasmus@uni-goettingen.de
ECTS Users' Guide	http://www.um.pl/en/erasmus/like/guide/grading/	http://www.uni-goettingen.de/en/49275.html https://pruefungsverwaltung.uni-goettingen.de/statistikportal#category?category=WIBIJ/C4BAsEahOBq6EGx/uaVbMkiQKT
WWW Students and Staff with Disabilities	http://www.umk.pl/en/erasmus/students/applying/disabled	http://www.uni-goettingen.de/en/408350.html
Contact details	incoming@erasmus.umk.pl	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
D GOTTING01	Dr. Uwe Muuss Director International Office	14.11.17	 Pełnomocnik Dziekana Wydziału Humanistycznego ds. Mobilności
PL TORUN01	Prof. Zbigniew Nerczuk Erasmus+ Coordinator	9.11.2017	 Dr hab. Zbigniew Nerczuk, prof. UMK

⁴ The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.

⁵ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.